

HOW TO GET A VEHICLE-FOR-HIRE VEHICLE PERMIT/LICENSE

Please call 281-233-7860 for assistance.

A complete application for a vehicle-for-hire vehicle service permit/license shall be submitted on forms furnished by the City of Houston, Department of Finance and Administration, Regulatory Services Division (attached) and the applicant shall furnish the following information with each application, which shall be sworn to before a notary public.

- The name and form of business under which the service will be operated. (If a partnership or corporation, a copy of the partnership agreement or articles of incorporation must be attached.)
- The name, mailing address, and street address, if different, of the applicant's agent for service of legal process (which information shall always be kept current.)
- A schedule showing the model, manufacturer model year date, type, make, vehicle identification number, license plate number, and mileage of each motor vehicle that the applicant desire to place into operation and a statement as to the legal ownership of each vehicle.

Please refer to the City of Houston's Code of Ordinances Chapter 46, Vehicles for Hire and Valet Parking Services for more detail (<http://www.ci.houston.tx.us/codes/>). You may also contact the Transportation Office at 281-233-7860 if you have additional questions. To ensure that you have properly completed your application, use the appropriate **“Vehicle Permit/License Requirements Checklist”**, which is also attached to this application.

Department of Finance and Administration
Regulatory Services Division - Transportation Section
5050 Wright Road
Houston, Texas 77032
281-233-7860 Office
281-233-2052 Facsimile
Monday through Friday
7:00 a.m. until 6:00 p.m.

Vehicle Permit/License Checklist

- ☐ Complete the application in its entirety and have it notarized.
- ☐ Take the packet to Municipal Courts located at 1400 Lubbock on the 1st floor for a traffic warrants check.
- ☐ Separate, copy as necessary, and take only the Schedule H to the Houston Police Department (HPD) located at 1200 Travis on the 10th Floor for fingerprinting. Leave this form with HPD.

*NOTE * Each individual who is required to fill out a schedule H must submit himself/herself to be fingerprinted at the Houston Police Department or to the Police Department of any city or town and that police department will forward the fingerprints to the Houston Police Department located at 1200 Travis, 10th Floor, Houston, Texas 77002.*

- ☐ Submit remaining of application to the Transportation Office at 5050 Wright Road.
- ☐ Allow a minimum of 10-12 working days for processing.
- ☐ Call the Transportation Office at 281-233-7860 to verify that your information has been returned.
- ☐ Submit the following to the Transportation Office at 5050 Wright Road.
 - (1) Vehicle(s) for inspection;
 - (2) Certificate of title;
 - (3) Liability insurance policy;
 - (4) Insurance endorsement or evidence of self-insurance; and
 - (5) In case of a leased vehicle, the written lease contract.

Other Application Information

- Incomplete applications will not be processed.
- Only original documents will be accepted. No copies.
- Documents must have identical names and spellings.
- Documents containing alterations, erasures or outdated photos will not be accepted.
- Fraudulent documents will be confiscated.
- All fees are non-refundable.

CITY OF HOUSTON

Department of Finance and Administration

Regulatory Services Division

5050 Wright Road

Houston, Texas 77032

(281) 233-7860

fax (281) 233-2052

e-mail: fa.director@cityofhouston.net

FOR OFFICE USE ONLY

TYPE:

NEW

RENEWAL

EXPIRED

VEHICLE-FOR-HIRE VEHICLE LICENSE/PERMIT APPLICATION

1. TYPE OF BUSINESS (Check One) ☐Proprietorship ☐Partnership ☐Corporation
2. TYPE OF LICENSE/PERMIT (Check One) ☐Charter/SS ☐Jitney ☐Limousine ☐School Bus ☐Taxicab
3. Harris County DBA: _____
4. Owner's Name: _____
5. Business Address: _____
 Street City State Zip
6. Mailing Address: _____
 Street City State Zip
7. Applicant Name: Last _____ First _____ Middle Initial _____
8. Business Phone: _____ / _____ / _____ Fax Number: _____ / _____ / _____
9. Do you intend to pick-up or drop off at any Houston Airport? ☐Yes ☐No
10. How many vehicles do you intend to operate? _____
11. List names of Partners, Principal Officers of Corporation, or each person who holds 10% or more of outstanding company shares. (Attach a copy of the Partnership Agreement or Articles of Incorporation.)

Name	Title
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Under penalties of perjury, I (print name) _____, declare that I have examined this application and accompanying attachments, as required, and to the best of my knowledge and belief, that all the information herein is true, correct and complete.

Applicant's Signature

State of Texas

County of Harris

Before me, _____, on this day personally
appeared _____ proved
to me through _____ to be the person whose name is
subscribed to the foregoing instrument and acknowledged that he/she executed the same for the purposes
and consideration therein expressed.

Given under my hand and seal of office this

_____ day of _____, A.D. 200

Signature of Notary

Applicant Name: _____

**SCHEDULE A
PROPRIETORSHIP AFFIDAVIT**

INSTRUCTIONS:

1. If you checked "Proprietorship" on item #1 of the vehicle-for-hire vehicle license/permit application, fill out this form.
 2. Affidavit must be signed in the presence of and notarized by a notary.
-

Under penalties of perjury, I (print name) _____, declare that I am the individual making the foregoing application for a vehicle-for-hire vehicle permit, and that the answers to the foregoing questions and other statements contained therein are true and correct to the best of my knowledge.

Signature of Applicant

State of Texas

County of Harris

Before me, _____, on this day personally appeared
_____ proved to
me through _____ to be the person whose name is subscribed
to the foregoing instrument and acknowledged that he/she executed the same for the purposes and
consideration therein expressed.

Given under my hand and seal of office this
_____ day of _____, A.D. 200____

Signature of Notary

Applicant Name: _____

**SCHEDULE A
PARTNERSHIP AFFIDAVIT**

INSTRUCTIONS:

1. If you checked "Partnership" on item #1 of the vehicle-for-hire vehicle permit application, fill out this form.
 2. Affidavit must be signed in the presence of and notarized by a notary public.
-

Under penalties of perjury, we _____ and _____,
declare that we are the partners of the partnership making the foregoing application for a vehicle-for-hire
vehicle permit, and that the answers to the foregoing questions and other statements contained therein are true
and correct to the best of our knowledge.

Signature of Applicant

Signature of Applicant

State of Texas

County of Harris

Before me, _____, on this day personally appeared
_____ and _____ proved to me through
_____ and _____ to be the persons whose names are
subscribed to the foregoing instrument and acknowledged that they have executed the same for the purposes and
consideration therein expressed.

Given under my hand and seal of office this

_____ day of _____, A.D. 200_____

Signature of Notary

Applicant Name: _____

**SCHEDULE A
CORPORATION AFFIDAVIT**

INSTRUCTIONS:

1. If you checked "Corporation" on item #1 of the vehicle-for-hire vehicle permit application, fill out this form.
 2. Affidavit must be signed in the presence of and notarized by a notary.
-

Under penalties of perjury I, _____, being first and duly sworn deposes and says that he/she is the president of _____ and duly authorized to make the foregoing application for a vehicle-for-hire vehicle permit application on behalf of the corporation, and that the answers to the foregoing questions and other statements contained therein are true and correct to the best of his/her knowledge.

ATTEST: _____
Signature of President

BY: _____
Corporate Secretary

State of Texas

County of Harris

Before me, _____, on this day personally appeared _____ proved to me through _____ to be the person whose name is subscribed to the foregoing instrument and acknowledged that he/she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this
_____ day of _____, A.D. 200_____

Signature of Notary

TDL# _____

DOB# _____

SCHEDULE H PERSONAL HISTORY OF BUSINESS OWNERS

INSTRUCTIONS:

If you answered "proprietor" for item# 1 on the vehicle-for-hire vehicle license/permit application, fill out a Schedule H for yourself. For "partnerships", each partner must complete a separate Schedule H. For "corporations", each of the three principal officers of the corporation must complete a separate Schedule H.

Each individual who is required to fill out a schedule H must submit himself/herself to be fingerprinted at the Houston Police Department or to the Police Department of any city or town and that police department will forward the fingerprints to the Houston Police Department (1200 Travis, 10th Floor, Houston, Texas 77002).

Name of Individual, Partner or Principal Officer _____

Address _____

City State Zip Code

 Phone _____ Form of Business _____ % of Ownership Interest _____

Date of Birth _____ Age _____ Place of Birth _____

Social Security Number _____ Texas Drivers License Number _____

Sex _____ Race _____ Marital Status _____ U.S. Citizen: Yes _____ No _____

Weight _____ Color of Hair _____ Color of Eyes _____

Places of residence for preceding five (5) years:

Date From – To	Street Address	City	State	Zip Code
Date From – To	Street Address	City	State	Zip Code
Date From – To	Street Address	City	State	Zip Code
Date From – To	Street Address	City	State	Zip Code
Date From – To	Street Address	City	State	Zip Code
Date From – To	Street Address	City	State	Zip Code

Names and addresses of employer for preceding five (5) years:

Date From – To	Street Address	City	State	Zip Code
Date From – To	Street Address	City	State	Zip Code
Date From – To	Street Address	City	State	Zip Code
Date From – To	Street Address	City	State	Zip Code
Date From – To	Street Address	City	State	Zip Code
Date From – To	Street Address	City	State	Zip Code

Name of Individual, Partner, or Corporate Officer: _____
Schedule H Page 2

Names and addresses of each business owned or operated for preceding five (5) years:

Date From – To	Street Address	City	State	Zip Code
Date From – To	Street Address	City	State	Zip Code
Date From – To	Street Address	City	State	Zip Code
Date From – To	Street Address	City	State	Zip Code
Date From – To	Street Address	City	State	Zip Code

Has individual filling out this form been convicted of any criminal offense in any state, or spent time in jail or prison in the preceding seven (7) years? ☐ Yes ☐ No If yes, provide the following:

Offense convicted of _____
Date of conviction _____
Place of conviction _____
Court and case number _____

DO NOT WRITE BELOW THIS LINE

MUNICIPAL COURTS (Warrant Check) 1400 Lubbock, 1 st Floor	 Checked By: _____ Clerk; Corporation Court
Houston Police Department 1200 Travis, 10 th Floor	RIGHT HAND 1. Thumb Print FPC: _____
Finance & Administration 5050 Wright Road Money Order # _____ for City of Houston Money Order # _____ for TxDPS	 Application Reviewed By: _____ Investigator: _____ Date: _____
LICENSE/PERMIT NUMBER:	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Charter/Sightseeing <input type="checkbox"/> Limousine </div> <div> <input type="checkbox"/> Jitney <input type="checkbox"/> School Bus </div> <div> <input type="checkbox"/> Taxicab </div> </div>

Applicant Name: _____

**SCHEDULE V
MOTOR VEHICLE LIST**

INSTRUCTIONS:

1. Complete this following as shown in the example.
2. If more space is needed, xerox this page or obtain additional copies of this application from our website at www.ci.houston.tx.us/fa or from the Transportation Office located at 5050 Wright Road.

Examples:

Jitney Vehicle Types: Sedan, Van or Bus

Limousine Vehicle Types: Sedan, Stretch, Van or Antique

School Bus/Charter SS Types: 15 passengers or less, 16 to 59 passengers or 60 or more passengers

Make/Model	Year	Vehicle Type	Seating Capacity Including Driver	Mileage	License#	VIN#
Ex. Dodge Caravan	1994	Van	7	10,150	ABC 12D	1X2Y3A4BH2W1333
Ex. Lincoln Town Car	1989	Stretch	11	60,150	ABC 12D	1X2Y3A4BH2W1333
Ex. School Bus	1999	15-Passenger	60	20,158	ABC 12D	1X2Y3A4BH2W1333
1.						
2.						
3.						
4.						
5.						
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12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

VEHICLE SUBSTITUTION FORM

I, the undersigned, have taken the following vehicle out of service:

Check One: ☐ Charter/SS ☐ Jitney ☐ Limousine ☐ School Bus ☐ Taxicab

Year	Make	VIN Number	Plate Number
------	------	------------	--------------

OFFICE USE ONLY
TAG/STICKER#

I am substituting in its place a:

Check One: ☐ Charter/SS ☐ Jitney ☐ Limousine ☐ School Bus ☐ Taxicab

Year	Make	VIN Number	Plate Number
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OFFICE USE ONLY
TAG/STICKER#

Name of Permit Holder

Signature

Signature of Inspector

DEED RESTRICTION AND LAW COMPLIANCE AFFIDAVIT

I, _____ being first and duly sworn depose and say that;

I understand and agree that it is my responsibility to comply with all deed restrictions and city, state and federal laws, regulations and/or ordinances concerning any activity authorized by the license, permit or certificate, requested in the application to which this affidavit appertains and concerning any land or place where such activities may be conducted.

I also understand and agree that the City of Houston by issuing the license, permit or certificate for which I am applying does not excuse or approve any violation of deed restrictions, of city, state or federal laws, regulations or ordinances and that the license, permit or certificate will be void in the event that it is used in violation thereof.

I fully understand that if the permit, license or certificate for which I am applying is issued, the City of Houston or any other appropriate entity may institute legal proceeding against me if I violate any deed restriction or any city, state or federal law, regulation or ordinance.

To the extent that this affidavit is made on behalf of a corporation or for the benefit of any persons other than myself, I certify that I have fully advised them of the content of this affidavit and that I am duly authorized to execute the same as the act and deed of the applicant or persons.

Signature of Applicant

State of Texas

County of Harris

Before me, _____, on this day personally appeared
_____ proved to me through
_____ to be the person whose name is subscribed to the foregoing
instrument and acknowledged that he/she executed the same for the purposes and consideration therein
expressed.

Given under my hand and seal of office this

_____ day of _____, A.D. 200_____

Signature of Notary

SECTION A

Taxicab and Limousine

LIMOUSINE VEHICLE AIRPORT AFFIDAVIT

I, _____ being first and duly sworn depose and say that;

He/she conforms to the Limousine Ordinance requirement according to Section 46-233 (h-2):

“Each licensee who desires to operate upon the city airports is required to maintain and operate a city authorized fleet of not less than three limousines, including at least one extended body type vehicle at all times under limousine service”

“A licensee operating under the special exemption may not increase the number of vehicles authorized under this license unless and until he adds at least one extended body type vehicle to his authorized fleet”

Signature of Applicant

State of Texas

County of Harris

Before me, _____, on this day personally appeared _____ proved to me through _____ to be the person whose name is subscribed to the foregoing instrument and acknowledged that he/she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this

_____ day of _____, A.D. 200_____

Signature of Notary

CITY OF HOUSTON
DEPARTMENT OF FINANCE AND ADMINISTRATION
INSURANCE FILING FORM

TAXICAB PERMIT

This certifies that the below named insured is provided commercial auto liability coverage with a company on the "List of Authorized Insurance Companies" published by the Texas Department of Insurance (Phone 1-800-252-3439) that is authorized to sell auto liability, or is a "county mutual" identified with a code number 56; and has a 15-day cancellation endorsement (TE 02-02A) to the City of Houston, Finance and Administration Department/Regulatory Services Division, Transportation Section, P.O. Box 1562 Houston, Texas 77251.

Named Insured and Mailing Address:

Additional Insured (name of city permit holder if different from above named insured):

Policy Period From: _____ To: _____

List of covered autos (include make, model, year and last five digits of VIN):

List minimum limits of liability for any one accident or loss:

Bodily Injury to Each Person: \$ 20,000 Each Accident: \$ 40,000 Property Damage: \$ 15,000

Endorsements:

TE 02-02A 15-Days Other _____

Name of Insurance Company _____

Address _____

Signed By: _____
(Authorized Company Representative)

Policy Number

Print Name

Phone Number

This is an official government record. A false entry may constitute a felony of the third degree.

CITY OF HOUSTON
DEPARTMENT OF FINANCE AND ADMINISTRATION
INSURANCE FILING FORM

LIMOUSINE LICENSE

This certifies that the below named insured is provided commercial auto liability coverage with a company on the "List of Authorized Insurance Companies" published by the Texas Department of Insurance (Phone 1-800-252-3439) that is authorized to sell auto liability, or is a "county mutual" identified with a code number 56; and has a 30-day cancellation endorsement (TE 02-02A) to the City of Houston, Finance and Administration Department/Regulatory Services Division, Transportation Section, P.O. Box 1562 Houston, Texas 77251.

Named Insured and Mailing Address:

Additional Insured (name of city permit holder if different from above named insured):

Policy Period From: _____ To: _____

List of covered autos (include make, model, year and last five digits of VIN):

List minimum limits of liability for any one accident or loss: Combined single limit of \$600,000 or Bodily Injury to Each Person: \$250,000 Each Accident: \$500,000 Property Damage: \$100,000

Endorsements:

Scheduled Autos _____ Hired Auto _____ TE 02-02A 30-Days Other _____

Name of Insurance Company _____

Address _____

Signed By: _____
(Authorized Company Representative)

Policy Number

Print Name

Phone Number

This is an official government record. A false entry may constitute a felony of the third degree.

SECTION B

Jitneys

CITY OF HOUSTON
SCHEDULE C
CHARACTER REFERENCE

Name of Applicant:

Last	First	Middle Initial	TXDPS Driver's License #
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Character reference information cannot be completed by applicant. Character references must have known applicant for more than one year and cannot be related to applicant in any way.

CHARACTER WITNESS #1

- Is the applicant related to you? _____
- Has he/she ever been your employee? _____
- Does the applicant use liquor in excess or take drugs? _____
- Have you found him/her trustworthy? _____ honest? _____ good character? _____

Name (Please Print) _____

Residential Address _____ Phone: _____

Business _____

Business Address _____ Phone: _____

Signature _____ Date _____

CHARACTER WITNESS #2

- Is the applicant related to you? _____
- Has he/she ever been your employee? _____
- Does the applicant use liquor in excess or take drugs? _____
- Have you found him/her trustworthy? _____ honest? _____ good character? _____

Name (Please Print) _____

Residential Address _____ Phone: _____

Business _____

Business Address _____ Phone: _____

Signature _____ Date _____

CITY OF HOUSTON
DEPARTMENT OF FINANCE AND ADMINISTRATION
INSURANCE FILING FORM

JITNEY PERMIT

This certifies that the below named insured is provided commercial auto liability coverage with a company on the "List of Authorized Insurance Companies" published by the Texas Department of Insurance (Phone 1-800-252-3439) that is authorized to sell auto liability, or is a "county mutual" identified with a code number 56; and has a 30-day cancellation endorsement (TE 02-02A) to the City of Houston, Finance and Administration Department/Regulatory Services Division, Transportation Section, P.O. Box 1562 Houston, Texas 77251.

Named Insured and Mailing Address:

Additional Insured (name of city permit holder if different from above named insured):

Policy Period From: _____ To: _____

List of covered autos (include make, model, year and last five digits of VIN):

List minimum limits of liability for any one accident or loss:

Bodily Injury to Each Person: \$ 20,000 Each Accident: \$ 40,000 Property Damage: \$ 15,000

Endorsements:

TE 02-02A 30-Days Other _____

Name of Insurance Company _____

Address _____

Signed By: _____

(Authorized Company Representative)

Policy Number

Print Name

Phone Number

This is an official government record. A false entry may constitute a felony of the third degree.

SECTION C

School Bus

Company Name: _____

SCHOOL VEHICLE DRIVER'S LIST

All drivers listed on this form must submit a completed Schedule H (Personal History) to the Houston Police Department for processing.

1. Driver's Name: _____
Last First Middle Initial

Address: _____
Street City Texas Zip Code

Texas Driver's License Number _____ Class: _____ Expires _____

Date of Birth (mm/dd/year): _____

2. Driver's Name: _____
Last First Middle Initial

Address: _____
Street City Texas Zip Code

Texas Driver's License Number _____ Class: _____ Expires _____

Date of Birth (mm/dd/year): _____

3. Driver's Name: _____
Last First Middle Initial

Address: _____
Street City Texas Zip Code

Texas Driver's License Number _____ Class: _____ Expires _____

Date of Birth (mm/dd/year): _____

4. Driver's Name: _____
Last First Middle Initial

Address: _____
Street City Texas Zip Code

Texas Driver's License Number _____ Class: _____ Expires _____

Date of Birth (mm/dd/year): _____

Company Name: _____

LIST OF SCHOOLS SERVED

NAME: _____

TELEPHONE: _____

School(s) Served[illegible]

SCHOOL BUS PAY SHEET

Company Name

Pursuant to Section 46-289 of the City of Houston Code of Ordinances, the annual fee for all school vehicles is due no later than September 1st of each calendar year. This fee may be paid in full or installments as follows:
half on or before September 1st and the balance on or before February 1st of each year.

Complete this form and return it with a money order or check payable to:

City of Houston
Department of Finance and Administration
Regulatory Services Division – Transportation
P.O. Box 1562
Houston, Texas 77251-1562

STATEMENT OF PAYMENT OF SCHOOL VEHICLE FEE

This payment is for the following vehicles:

Year/Make	Capacity	VIN#	License	Amount Paid
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Date (mm/dd/year): _____

Total: _____

AD VALOREM TAXES PAID: _____

Licensee Signature

CITY OF HOUSTON
DEPARTMENT OF FINANCE AND ADMINISTRATION
INSURANCE FILING FORM

SCHOOL VEHICLE LICENSE

This certifies that the below named insured is provided commercial auto liability coverage with a company on the "List of Authorized Insurance Companies" published by the Texas Department of Insurance (Phone 1-800-252-3439) that is authorized to sell auto liability, or is a "county mutual" identified with a code number 56; and has a 30-day cancellation endorsement (TE 02-02A) to the City of Houston, Finance and Administration Department/Regulatory Services Division, Transportation Section, P.O. Box 1562 Houston, Texas 77251.

Named Insured and Mailing Address:

Additional Insured (name of city permit holder if different from above named insured):

Policy Period From: _____ To: _____

List of covered autos (include make, model, year and last five digits of VIN):

List minimum limits of liability for any one accident or loss:

Bodily Injury to Each Person: \$ 20,000 Each Accident: \$ 40,000 Property Damage: \$ 15,000
Personal Injury Protection: \$ 2,500

Endorsements:

TE 02-02A 30-Days Other _____

Name of Insurance Company _____

Address _____

Signed By: _____
(Authorized Company Representative)

Policy Number

Print Name

Phone Number

This is an official government record. A false entry may constitute a felony of the third degree.

SECTION C

Charter/SightSeeing

1. Attach description of the type of service proposed along with a “Schedule of Service”; and
2. Provide a financial statement listing applicants’ liabilities and assets.

CITY OF HOUSTON
DEPARTMENT OF FINANCE AND ADMINISTRATION
INSURANCE FILING FORM

CHARTER SIGHTSEEING LICENSE

This certifies that the below named insured is provided commercial auto liability coverage with a company on the "List of Authorized Insurance Companies" published by the Texas Department of Insurance (Phone 1-800-252-3439) that is authorized to sell auto liability, or is a "county mutual" identified with a code number 56; and has a 30-day cancellation endorsement (TE 02-02A) to the City of Houston, Finance and Administration Department/Regulatory Services Division, Transportation Section, P.O. Box 1562 Houston, Texas 77251.

Named Insured and Mailing Address:

Additional Insured (name of city permit holder if different from above named insured):

Policy Period From: _____ To: _____

List of covered autos (include make, model, year and last five digits of VIN):

List minimum limits of liability for any one accident or loss:

Bodily Injury to Each Person: \$ 100,000 Each Accident: \$ 300,000

Endorsements:

Scheduled Autos _____ Hired Auto _____ TE 02-02A 30-Days Other _____

Name of Insurance Company _____

Address _____

Signed By: _____

(Authorized Company Representative)

Policy Number

Print Name

Phone Number

This is an official government record. A false entry may constitute a felony of the third degree.